



DEPARTMENT FOR SOCIAL INSURANCE
"An Equal Opportunity Employer M/F/H"

CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

Chas. L. Smith

DCSE Manual Transmittal
Letter No. 139
February 16, 1987

TO: Staff, Division of Child Support Enforcement

SUBJECT: Revisions to Section 36.000, Administrative Enforcement; Revision to Section 35.000, Changes After CHR Made Payee; Revised Forms and Procedural Instructions - Case Action/Review Sheet Supplement (Form CS-56.1), Order to Withhold (Form CS-68), Release of Order to Withhold/Deliver (Form CS-70), Order to Deliver (Form CS-83); and Revised Procedural Instructions for the UI Agreement (Form CS-76), Payment Agreement (Form CS-78) and Current Support Agreement (Form CS-86)

Section 36.000, Administrative Enforcement, has been revised to add more information concerning use of the new enforcement reports, withholding of earnings and interstate requests for enforcement. The following forms and procedures have been added or changed:

- Only cases in which CHR is payee for current support are identified by the Enforcement Reports (CSR-77); therefore, cases must be manually monitored for payments when CHR is not payee;
- The Voluntary Wage Assignment (Form CS-74) has been obsoleted;
- The caseworker will attempt to negotiate a Payment Agreement (Form CS-78) when withholding of earnings is not appropriate, e.g., only arrears are owed or the responsible parent is self-employed;
- The Order to Withhold (Form CS-68), Order to Deliver (Form CS-83) and Release of Order to Withhold/Deliver (Form CS-70) have been changed to require the caseworkers signature rather than the Director's name; and
- The local collection agency will be advised to forward withheld arrears payments to CHR if withholding of earnings is in effect when termination of collection by the Cabinet (VN) is completed.

Section 35.000, Changes After CHR Made Payee, has been revised to state that an administrative order for support will stay in effect and be enforced when the responsible parent no longer lives or works in Kentucky.

DSCE Manual Transmittal
Letter No. 139
February 16, 1987
Page Three

Voluntary Wage Assignment
(Form CS-74) (7/86) and
Procedural Instructions
(8/1/86)

UI Agreement (Form CS-76)
Procedural Instructions
(8/1/86)

Payment Agreement (Form CS-78)
Procedural Instructions
(8/1/86)

Order to Deliver (Form CS-83)
(1/86) and Procedural
Instructions (8/1/86)

Current Support Agreement
(Form CS-~~78~~) Procedural
Instructions (8/1/86)

UI Agreement (Form CS-76)
Procedural Instructions
(2/16/87)

Payment Agreement (Form
CS-78) Procedural
Instructions (2/16/87)

Order to Deliver (Form
CS-83) (2/87) and Procedural
Instructions (2/16/87)

Current Support Agreement
(Form CS-~~78~~) Procedural
Instructions (2/1/87)